

Revised 2
X Records 5

4 October 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Visits of OCR Area Records Officer to the Repository, and Filming of Biographic Registers.

1. In the course of the DD/I project to coordinate Vital Material deposits through OCR, Mr. [REDACTED] Area Records Officer for OCR, had been making frequent trips to the Repository without clearing through this office. One direct result of this was the objections raised by FDD regarding the removal of their foreign dictionaries from the safes and placing them on racks with other reference books.

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25X1A9a 2. I called on Mr. [REDACTED] today and requested that in the future Mr. [REDACTED] please clear his visits with this office. No objections were raised and Mr. [REDACTED] called [REDACTED] in and so instructed him.

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3. Mr. [REDACTED] were asked to review the requirement that we continue to film all information reports now contained in the Biographic Registers in view of their stated objective of eliminating such duplication through the deposit of all such material on film as a part of the aperture card procedure. After some discussion, Mr. [REDACTED] decided that filming should be continued primarily for two reasons: (1) only information reports issued prior to the filming could be eliminated and considerable clerical time would be required in preparing a list of such documents which would have to be filmed along with the folder; and (2) if needed in time of an emergency, excessive time would be required to refer to other sources in obtaining the information from reports that had not been filmed.

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[REDACTED]